

# FRANKLIN COUNTY

## Economic Development and Planning Department

280 East Broad Street, Suite 202

Columbus, Ohio 43215

### BOARD OF ZONING APPEALS

#### ***CONDITIONAL USE APPLICATION***

*Revised February 23, 2006*

<b>To Be Completed By Development Department Staff</b>	
File Number:	Receipt #: _____
Project Location:	Amount: _____
Parcel Number:	Date: _____
Township:	By: _____
Zoning:	

<b>To Be Completed By Applicant</b> <b><i>(Please Print or Type)</i></b>		
<b>APPLICANT DATA</b>		
Name:		
Company Name		
Address:		
Telephone No.:	Fax No.:	
<b>PROPERTY DATA</b>		
Owner's Name:		
Property Address:		
Telephone No.:	Fax No.:	
Township:	Subdivision Name:	
Zoning:	Floodplain: Yes or No	
Dimensions of Subject Property		
Frontage:	Depth:	Acreage:
Existing Utilities:		
Water: <input type="checkbox"/> Public (Central) <input type="checkbox"/> Private (Onsite)	Wastewater: <input type="checkbox"/> Public (Central) <input type="checkbox"/> Private (Onsite)	

## **Conditional Use(s) Requested**

Below list the specific section from the Zoning Resolution from which the Conditional Use is being sought, and a description of each Conditional Use being sought.

1. Section: \_\_\_\_\_ Description: \_\_\_\_\_

\_\_\_\_\_

2. Section: \_\_\_\_\_ Description: \_\_\_\_\_

\_\_\_\_\_

3. Section: \_\_\_\_\_ Description: \_\_\_\_\_

\_\_\_\_\_

4. Section: \_\_\_\_\_ Description: \_\_\_\_\_

\_\_\_\_\_

Please Describe the Proposed Project:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE that the following questions must be answered completely. Your statements will be used to evaluate your request. If these questions are not answered, the application will be considered incomplete. The following will be used as a guide to evaluate your application.**

1. Proposed Use of Development of the Land:

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2. State briefly how the proposed development relates to the existing and probable future land use character of the area:

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3. Will the Conditional Use be designed, constructed, operated, and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity and that such a use will not change the essential character of the same area?

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4. Will the Conditional Use be hazardous or disturbing to existing or future neighboring uses?

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5. Will the Conditional Use be detrimental to property in the immediate vicinity or to the community as a whole?

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6. Will the Conditional Use be served adequately by essential public facility and services?

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7. How will the proposal meet the development standards of that specific district?

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### Conditional Use-Expanded Home Occupation (*Only*)

The following questions must be addressed when applying for a Conditional Use from *Section 511.022* (Expanded Use-Home Occupation) of the Franklin County Zoning Resolution. **If these questions are not answered, the application will be considered incomplete.**

- 1) Enclose all details regarding the day-to-day operations of the home occupation (type of business, hours of operation, designated parking areas, etc.).

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- 2) How many non-resident employees?

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- 3) Will the activity associated with the proposed home occupation be located within a structure accessory to a dwelling unit, or within another residential structure of accessory structure (provided only if the structure is owned by the applicant and is located adjacent to or immediately across the street from the applicant's residence)?

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- 4) What type of commodities will be sold on the premises? If sales of commodities are not produced on site, please specify all commodities associated with the home occupation?

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- 5) Will there be any outside storage of any kind associated with a home occupation conditional use? If so, what is proposed to be stored on site and how will the storage be ***completely*** screened for adjacent residential lots and abutting streets? ***This must be met!***

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- 6) Will there be any organized instruction of pupils that would exceed six (6) pupils at any given time?

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7) Would the conditional use adversely affect the delivery of governmental services (e.g., water, sewer, garbage, fire, police).

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8) Did the applicant purchase the property with knowledge of the zoning restrictions?

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9) Will there be any signage? *Signage shall be consistent with the provisions of Section 541.03(8).*

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10) Will the delivery traffic increase? *Traffic shall be limited to not more than three (3) UPS or similar deliveries per week. No semi-tractor truck deliveries will be permitted at any time.*

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11) How could the applicant's predicament feasibly be obtained through some method other than a conditional use?

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12) How would the spirit and intent behind the zoning requirement be observed and would substantial justice be done by granting the conditional use?

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I hereby certify that the facts, statements, and information presented within this application form are true and correct to the best of my knowledge and belief. I hereby understand and certify that any misrepresentation or omissions of any information required in this application form may result in my application being delayed or not approved by the County. I hereby certify that I have read and fully understand all the information required in this application form.

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Signature of applicant

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Date

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Signature(s) of Owner(s)  
(Must be Notarized)

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Signature(s) of Owner(s)  
(Must be Notarized)

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Date

**\*Agent must provide documentation that they are legally representing the property owner.**

**\*Approval does not validate the responsibility of the property owner to meet all restrictions and covenants that are on that property.**

## Required Submissions:

- 1) The completed and signed application form.
- 2) Fee – due at time of application (make check payable to *Franklin County Treasurer*)  
***NO Cash, Checks Only.***
- 3) Copy of covenants or deed restrictions. This may be obtained from the Franklin County Recorder's Department, 373 South High Street, 18<sup>th</sup> Floor, Columbus, Ohio 43215.
- 4) Two (2) copies of Auditor's Tax Map. The map shall include the subject property and all land within five hundred (500) feet of such property. This map may be obtained from the Franklin County Auditor's Department, 373 South High Street, 20<sup>th</sup> Floor, Columbus, Ohio 43215.
- 5) Two (2) copies of a site map accurately drawn to an appropriate scale. This map shall be submitted in addition to the Auditor's Tax Map. (No larger than 11"x17")
  - To be shown on the site map:
    - Scale
    - North arrow
    - All property lines
    - Dimensions of the property
    - Road frontage
    - Driveways
    - All existing and proposed buildings and structures
    - Proposed addition or expansion area to buildings or structures
    - Square footage of all existing and proposed buildings
    - Height of all existing and proposed buildings
    - Distance from the property line to all structures
    - Street right-of-ways
    - Easements
    - Floodplain
    - Location of existing septic and/or aerator systems and wells on site
    - Any information relevant to the specific nature of the variance
- 6) The address labels for all owners of property located within 300 feet (in all directions) of the exterior boundaries of the subject property. The address of owners shall be those appearing on the County Auditor's current tax list of the Treasurer's mailing list. This information may also be obtained at the Franklin County Auditor's Department (address listed above).
  - ***Physical mailing address only, not Mortgage Company's address.***
- 7) All information that pertains to sanitary services and water supply must be provided. If services are to be provided by a private or public entity, a letter must be provided verifying that the services exists and that the applicant will have access to such services. If an on-lot septic system and/or well are proposed, information from the Franklin County Board of Health (or appropriate agency) must be provided.
  - All applications will be sent to the Board of Health and/or EPA.

## **Conditional Use Fee** *(Fees Subject to Change)*

<b>Commercial</b>	\$350.00
Plus, each abutter to be notified	\$2.50/each abutter
Maximum Fee	\$425.00
<b>Residential</b>	\$325.00
Plus, each abutter to be notified	\$2.50/each abutter
Maximum Fee	\$400.00

## Checklist for Submittal of Requirements For a Conditional Use

	<b>Applicant Initials</b>	<b>Intake Initials</b>	<b>Requirements</b>
1.			Completed Application (included in packet)
2.			Fee Payment-No Cash (Checks Only)
3.			Conditional Use Criteria Completed (included in packet)
4.			Abutter Labels (Surrounding Property Owners) Physical Mailing Address Only, Not Mortgage Companies
5.			Two (2) Auditor's Tax Maps
6.			Two (2) Site Maps (Maximum Size 11"x17")
7.			Copy of Current Covenants and/or Deed
8.			Notarized Signature of Property Owner